



CITY OF HOUSTON

Job Posting

Applications accepted

ALL INTERESTED PERSON

Job Classification

DIVISION MANAGER (EXECUTIVE LEVEL)

Posting Number

PN# 109414

Department

Health & Human Services Department

Division

Environmental Health Services

Section

Bureau of Animal Regulation and Care

Reporting Location

2700 Evella

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

Directs the management, coordination, implementation, administration and operations of various systems, plans and projects.

CORE FUNCTIONS

- Oversees and supervises staff, directing, coordinating and closely monitoring all animal control activities within Bureau.
- Establishes and implements written policies, procedures and program audits to accurately track and monitor program and ensure efficient use of city and volunteer resources.
- Acts as liaison to other departments and maintains contact with and responds to inquiries from citizens, public officials, advisory groups on animal control.
- Manages the effective use of professional veterinary resources.
- Participates in COH Animal Control Advisory Committee. Conducts special projects and assignments as requested by the Division's Bureau Chief.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Accounting or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

- Seven (7) years of progressive professional experience closely related to the activities of the division are required, with at least three (3) of the years in a supervisory capacity.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

- Veterinary Medicine Degree.
- SAP experience.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUNDED POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 29
\$1,885 - \$3,629 Biweekly \$49,010 - \$94,354 Annually

OPENING DATE

March 22, 2006

CLOSING DATE

March 28, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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